

## Job Profile

**Job Title:** Teaching Assistant

**Job No:** CAT198SIS

**Reports to:** Headteacher

**Location:** Stamshaw Infant School, but required to work at any location where business is conducted that is within reasonable distance of the school.

### Function of the post:

Contribute to pupils' development including their physical and mental well-being, and supporting teaching and learning in the class room, providing general and specific assistance to pupils under the direction, guidance and direct supervision of the class teacher.

### Principal Accountabilities

1. In liaison with and under the instruction of the class teacher, support pupils on an individual or small group basis to complete activities, encouraging and developing independent learning and inclusion of all pupils
2. As directed by the Class Teacher assist with delivery of the curriculum in all areas including mathematics, literacy and IT, supporting the learning outcomes using the teacher's planned teaching and learning methods
3. Take responsibility for the classroom, preparing and clearing away materials and resources as required, and supporting the teacher in creating a positive, vibrant, safe and happy learning environment which encourages all children to achieve their best
4. Support the school in implementing a consistent behaviour policy, encouraging excellent behaviour through positive feedback and praise, reinforcing school rules and procedures with clear expectations, and raising concerns about any behaviours with the class teacher
5. As directed by the class teacher, monitor and record children's responses to learning, and feedback to the teacher on pupils' progress, in accordance with school policy
6. Assist in play-time supervision including facilitating games and activities, encouraging and promoting independence for pupil development as appropriate, and dependent on year group, assist pupils with eating, dressing and hygiene, including personal hygiene.
7. Assist with special activities (e.g. sports days, plays, concerts, open days), accompany children on school visits, and where appropriate be involved in extracurricular activities (e.g. clubs, presentation evenings)
8. Provide clerical and administrative support to the class teacher (e.g. photocopying, filing, collation of reports and pupil work)
9. Follow all Trust and School policies with specific reference to the Behaviour, Child Protection, Health and Safety and Learning and Teaching policies
10. Assist with the provision of first aid throughout the school as required by the needs of the School.

**Other Duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

**Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

**Right to Work:**

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

**Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

**Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

**Safer Recruitment:**

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

### Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced through</b>
<b>Knowledge and Qualifications</b>	<p>GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level</p> <p>General understanding of effective strategies that underpin positive behaviour at primary school level, and which recognises and rewards effort and achievement</p> <p>Qualified as a First Aider at Work, or willingness to train</p>	<p>Knowledge of the National Occupational Standards for Supporting Teaching and Learning at level 2</p> <p>Knowledge of current national policies relevant to child protection and health and safety within a primary school environment</p>	Application Interview References
<b>Skills</b>	<p>Good interpersonal and communication skills that enable instructions to be understood by pupils at differing levels and promotes learning and understanding</p> <p>Ability to communicate effectively and build good working relationships with staff, parents, carers and other stakeholders relevant to the post</p> <p>Relevant skills that enable effective review and feedback on child progress</p> <p>Computer literate with the ability to positively promote the use of ICT in pupil learning</p> <p>Spelling and mathematics skills to effectively support pupils</p>		Application Interview References
<b>Experience</b>	<p>Establishing positive relationships with children which encourages and enables child development</p> <p>Experience of implementing strategies to promote positive behaviour</p> <p>Working with young children in a relevant environment</p>	<p>Teaching Assistant in a junior or primary school setting, ideally within an academy</p> <p>Experience of successfully delivering a specific programme of support to an individual or small group of children</p>	Application Interview References
<b>Personal attributes</b>	<p>Positive and approachable, with patience and the presence to inspire confidence and trust, combined with an enthusiasm to see children progress and develop</p> <p>Strong working ethos with a high level of commitment to the school and its values, with a flexible approach to work as the needs and demands of the school fluctuate</p>		Interview References

	<p>Adaptable and sensitive when dealing with challenging situations, with the ability to be reflective, self-critical, responsive to feedback and understand the need for confidentiality</p> <p>A nurturing nature which will support and develop the well-being of all pupils</p> <p>Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community</p>		
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September 2018